

The Uniformed Services University of the Health Sciences (USUHS), Bethesda, MD is soliciting competitive bids in order to award a contract. This contract will be for administrative and technical support to the Center for Education and Research in Patient Safety (CERPS) at USUHS for Department of Defense (DoD) Patient Safety Training activities that will support implementation of a Military Health System Patient Safety Program. The contract shall provide the necessary facilities, personnel, equipment and software to support the CERPS in the Patient Safety Training Program. The objective of the contractor is to provide the aforementioned support to conduct training at various sites in the United States and Europe. The contractor shall be responsible for: 1) planning at least two (2) training sessions in the 12 month period after award of the contract (locations to be determined by the USUHS Task Manager); (2) the length of each provided training session shall be four (4) days with at least ten faculty members; (3) the CONUS conferences will be held in January 2004; (4) The European conference will be held in September 2003; (5) the format for the conferences shall be: Day One – a series of didactic lectures in a single, large group setting of approximately 100 students; Day Two – a series of didactic lectures in a single, large group setting in the morning and early afternoon followed by work in small groups of approximately 10 students during the afternoon; Day Three – a series of didactic lectures in a single group setting in the morning followed by a series of didactic lectures in the afternoon; Day Four – a series of didactic lectures in a single, large group setting in the morning, followed by three breakout groups of approximately 33 students in the afternoon; (5) the National Conference in the Spring of 2004 to be held in the Washington, D.C. area, a two and half day event to include a Task Manager determined number of outside speakers, for approximately 250 students; (6) a two day meeting targeted for January 2004 with medical simulation experts to discuss the current state and future employment of medical simulation within the DoD for approximately 75 participants. The minimum procurement requirements for accomplishing the objectives are: **(1) must provide Pre-conference support in preparation and arrangements to include, but not limited to:** (a) prepare/acquire all training materials including assembly of student notebooks; final preparation of presentation slides; production of individual student CD-ROMs that contain presentations and other resource information, course schedule, speaker invitations, name tags for students and faculty, laminated “SAC” cards, Task Manager selected videotapes (the Task Manager will provide to contractor all content material for student notebooks, presentations, SAC cards and CD-ROMs); (b) a web-based, electronic tool for student registration; generate final student attendee lists, to include student demographic data, and provide students with conference logistics and program details. This will include an automated response confirming an individual’s registration is complete; (c) students with correct information about logistics and details of the training to include location, directions, accommodations and uniform requirements; (d) secure all conference space and equipment, including suitable plenary and breakout rooms, one faculty ready room with Internet access, and audio-visual equipment, as defined by the Task Manager. A minimum of three bids will be obtained from different hotels. Contractor shall provide a recommendation for hotel services to the Task manager for facility determination; (e) secure a block of rooms to provide overnight accommodations for 100 students and 10 faculty members at the local government rate at the conference site. Number of actual hotel rooms for students will vary depending on the number of

students stationed in area of the conference; (f) coordinate with the USUHS's Continuing Education of Health Professionals office to determine all requirements, documentation and certificates for awarding continuing education credits to physicians, nurses and other health professionals; (g) continuing education credits to pharmacists, dentists and risk managers; (h) other general pre-training support functions as required by the Task Manager. **(2) must provide on-site conference support to include, but not limited to:** (a) on-site support including at least one staff member to conduct the registration process, provide audio-visual support, provide direct support to faculty as requested and provide general conference support as requested by the Task Manager; (b) on-site training materials including Post-It Notes, assorted colored markers, two lavalier microphones, videocassette player, overhead projector and screen, ten flipcharts, and other assorted materials as requested by the Task Manager; (c) coffee, soda and water breaks mid-morning and mid-afternoon on all three days of training; (d) on-site facilitation of three service specific breakout groups on the afternoon of day three of the training; (e) maintain and collect daily student sign-in rosters; (f) collect student evaluation forms provided by the USUHS Office of Continuing Education for Health Professionals; (g) distribute continuing education certificates at the close of training; **(3) must provide post-conference support to include, but not limited to:** (a) a final student attendance list for each training session; (b) assist faculty to update, refine and improve training and education materials; (c) coordinate with USUHS's Educational Office in analyzing student evaluations and generate final evaluation report; (d) send additional training materials and other follow-up information to student attendees as necessary, as requested by the Task Manager. **Period of Performance:** Work shall be performed from June 1, 2003 to May 30, 2004 base period with two option years. **Deliverables:** Upon 30 days after completion of the training/conference support, contractor shall provide one copy to each Task Manager of the Final Financial Reconciliation Report. **Estimated Level of Effort based on Staffing Labor Category:** Management (50 hours); Programmer (100 hours); Systems Engineer (100 hours); Technical (800 hours); General Support (100 hours) = 1,150 total hours of effort. **Other Direct Costs:** Travel, On-site audio-visual equipment, training supplies including notebooks, flipcharts, handouts, CD-ROMs, paper goods, markers, etc., copying, printing and assembly of notebooks and training materials. There will be no Government Furnished Property. **FAR CLAUSES AND PROVISIONS:** The provision of FAR 52-212-1, Instruction to Offerors - Commercial Items applies to this acquisition. All offerors are required to submit a completed copy of FAR 52.212-3 – Offeror Representations and Certifications – Commercial Items, prior to an award. Telegraphic or facsimile offers are not acceptable. The provision of FAR 52.212-2, Evaluation - Commercial Items, applies to this acquisition. Any resulting award will be issued to the bidder offering the best value to the Government. Offerors shall include a complete copy of the provision at FAR 52.212-3, Offeror/Representation and Certifications-Commercial Items. The following FAR clauses cited in 52.212-5 are applicable to this acquisition for supplies: 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995); 52.216-18 Ordering; 52.216-19 52.217-5, Evaluation of Options (JUL 1990); 52.217-6, Option for Increased Quantity; 52.217-8, Option to Extend the Services (Nov 1999); 52.217-9 Option to Extend the Term of the Contract (Mar 2000); 52.222-21, Prohibition of Segregated Facilities (FEB 1999); 52.222-26, Equal Opportunity (APR 1984); 52.222-35, Affirmative Action for Disabled Veterans

and Vietnam Era Veterans (APR 1998); 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998); 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (JAN 1999); 52.225-3, Buy American Act Supplies (JAN 1994); 52.225-13 Restrictions on certain Foreign Purchases (FEB 2000); 52.225-21, Buy American Act North American Free Trade Agreement Implementation Act Balance of Payments Program (JAN 1997); 52.232-33, Payment by Electronic Funds Transfer Central Contractor Registration (May 1999); 52.232-36, Payment by Third Party; 52.239-1, Privacy or Security Safeguards (AUG 1996). The full text of these clauses may be accessed electronically at: <http://www.arnet.gov/far/>. OFFER DUE DATE: April 30, 2003 4:00 pm, EDT. ALL INTERESTED PARTIES SHALL SUBMIT OFFERS WITH THE FOLLOWING INFORMATION: Federal Tax Identification (TIN); Dun & Bradstreet Number (DUNS); remit to address if different. As of 31 May 1999 all Contractors must be registered in the Central Contractor Registration (CCR) Database as a condition for contract award. Contractors may register in the CCR through the World Wide Web at <http://www.ccr.gov>, or call the DOD Electronic Information Center at 1-800-334-3414.